



Glenlola Collegiate School

# How to pay for trips using SIMS Pay

## Step One

Login to [www.sims-pay.co.uk](http://www.sims-pay.co.uk) and click on your child's image

The screenshot shows the SIMS Pay website interface. At the top, there is a star icon, a lock icon, and the URL [www.sims-pay.co.uk](http://www.sims-pay.co.uk). The main content area is divided into three columns. The left column shows the user's profile with a placeholder image and the name 'Glenlola Collegiate School'. Below this is a green box with a white silhouette of a person and the text '+ £5.95'. A red circle highlights this box, and a red arrow points to it with the word 'CLICK' in a red box. The middle column is titled 'School Meal Balance' and shows 'Your balance is' followed by '+ £5.95'. Below this is a section for 'Meal Purchase History' with a table with columns 'Date' and 'Cost (£)'. The right column is titled 'Messages' and shows 'No messages'. At the bottom, there is a footer with the Capita logo and contact information.

## Step Two

Select the product type "Trips"

The screenshot shows the SIMS Pay website interface. At the top, there is a SIMS logo, the school name 'Glenlola Collegiate School', and a 'Sign Out' link. Below this is a navigation bar with 'My Account' and 'My Basket £0.00 [0]'. The main content area is divided into three columns. The left column shows the user's profile with a placeholder image and the name 'Glenlola Collegiate School'. Below this is a green box with a white silhouette of a person and the text '+ £5.95'. A red circle highlights this box, and a red arrow points to it with the word 'CLICK' in a red box. The middle column is titled 'School Meal Balance' and shows 'Your balance is' followed by '+ £5.95'. Below this is a section for 'Meal Purchase History' with a table with columns 'Date' and 'Cost (£)'. The right column is titled 'Messages' and shows 'No messages'. At the bottom, there is a footer with the Capita logo and contact information.



## Step Three

Select the trip you wish to pay for

1 item found

**NO IMAGE AVAILABLE**

Ski Trip to Italy 2021

£1,070.00

**CLICK**

Statements

- School Meals
- Transactions

Products

- Trips**

+ £5.95

Glenlola Collegiate School

Me

Use Invite

## Step Four

Click which payment you would like to make; in this case it is a deposit.

SIMS Glenlola Collegiate School

Welcome, [Sign Out](#)

[My Homepage](#) [My Account](#) [My Basket](#) £0.00 [0]

**Ski Trip to Italy 2021**

£1,070.00

Ski Trip to Folgaria in Italy February 2021  
Mrs Donnan

**Instalments**

Instalment	Amount	Due Date
Deposit	£150.00	17 Jan 2020
Instalment 1	£85.00	15 Feb 2020
Instalment 2	£85.00	15 Mar 2020
Instalment 3	£85.00	15 Apr 2020
Instalment 4	£85.00	15 May 2020
Instalment 5	£85.00	15 Jun 2020
Instalment 6	£85.00	15 Jul 2020
Instalment 7	£85.00	15 Aug 2020
Instalment 8	£85.00	15 Sep 2020
Instalment 9	£85.00	15 Oct 2020
Instalment 10	£85.00	15 Nov 2020
Final instalment	£70.00	15 Dec 2020

**CLICK**

- Pay deposit (£150.00)
- Pay amount in full (£1,070.00)
- Pay other amount

Add to Basket

Statements

- School Meals
- Transactions

Products

- Trips**

+ £5.95

Glenlola Collegiate School

Me

Use Invite



## Step Five

Select Add to basket and proceed with payment.

Instalment 6	£85.00	15 Jul 2020
Instalment 7	£85.00	15 Aug 2020
Instalment 8	£85.00	15 Sep 2020
Instalment 9	£85.00	15 Oct 2020
Instalment 10	£85.00	15 Nov 2020
Final Instalment	£70.00	15 Dec 2020

- Pay deposit (£150.00)
- Pay amount in full (£1,070.00)
- Pay other amount



Complete!